

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, FEBRUARY 5, 2014
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The February 5, 2014 meeting of the Parks, Properties and Streets Committee was called to order by Committee Chair Dave Lienau at 3:03 P.M.

Present: Committee Chair Dave Lienau and members John Clove, and Scott Baker. Sharon Doersching appeared by phone.

Staff Members: Zeke Jackson, Village Administrator, Steve Mann, Facilities Manager, and Janal Suppanz, Administrative Assistant.

Others: Leslie Boden, Steve Jacobson and Joe Baldarotta.

Comments, correspondence and concerns from the public:

Lienau asked if anyone wished to address a non-agenda item. No one responded.

Approval of minutes as published:

A motion was made by Baker, seconded by Clove that the minutes for the January 8, 2014 meeting of the Parks Committee be approved as presented. Motion carried – All ayes.

Business Items:

Item No. 1. Discussion regarding installation of a sledding hill at the Sports Complex:

Photos of Kewaunee Winter Park were included in the meeting packets and the Committee members jointly reviewed those documents. Jackson went to that park, which is very busy, and thinks it is an “awesome” facility. He believes something of this nature would be a great addition to the Village and is proposing that the area behind the Marina Long Term Parking Lot be turned into a sledding hill. He and Mann have discussed this issue with Pat Hockers and D.O.T. representatives and it may be possible to utilize excess fill when work is done on the highway reconstruction project to create the hill. Lienau agreed that Kewaunee Winter Park is very nice but also realizes there are a number of logistical issues as well as budgetary constraints which will come into play with such a large operation. He is proposing that at least initially a reasonably priced small sledding hill be created out at the Sports Complex. He went to such a facility in another community and believes it would be very well received here. It was the consensus that this is an excellent idea. To that end Jackson and Mann shall see that excess fill from Village projects is brought out to the Sports Complex and graded as soon as it becomes available. Any needed funds for the small sledding hill shall be taken out of the “Various Parks Projects” portion of the Village’s Capital Improvement Fund. Jackson will do research on creation of a larger facility and provide that information as well as cost estimates to the Committee members at a later date.

The Utility Manager, Steve Jacobson, noted that at some point in the future land may be needed for spreading of sludge and asked that Village officials keep that fact in mind when planning how vacant Village land will be utilized.

Item No. 2. Discussion regarding the Sister Bay E-Waste Event Proposal which was submitted by Leslie Boden, the Manager of the Sturgeon Bay Habitat For Humanity ReStore:

A proposal for a Habitat For Humanity E-Waste Event was included in the meeting packets and the Committee members jointly reviewed that document. Leslie Boden of Habitat For Humanity is proposing that such an event be conducted in Sister Bay from 9:00 A.M. to 1:00 P.M. on August 30th. The preferred location would have an entrance as well as an exit. The suggestion was made that the top portion of the Shopko parking lot be utilized, and Jackson indicated that he will contact representatives of the Krist family to see if they would allow that. Typically banners are displayed and small flyers distributed throughout the communities where Habitat For Humanity E-Waste events are conducted. Persons bringing items to be recycled do not pay any recycling fees.

A motion was made by Clove, seconded by Baker that permission is granted for Habitat For Humanity to conduct an E-Waste Event in Sister Bay from 9:00 A.M. to 1:00 P.M. on August 30, 2014. Jackson, Mann and Suppanz shall collaborate with Leslie Boden on organizing that event and see that all logistical issues associated with it are addressed. Motion carried – All ayes.

Item No. 3. Discussion regarding the Facilities Use Permit and potential revisions to that document:

It was the consensus that this agenda item shall be tabled until spring.

Item No. 4. Discussion regarding Parks Building improvements; consider a recommendation to the Village Board regarding those improvements:

Proposals for installation of spray foam insulation in the 60' X 60' square foot area at the Parks Maintenance Building were included in the meeting packets and the Committee jointly reviewed those documents.

A motion was made by Lienau, seconded by Clove that Kenny's Poly Urethane Foam Co. shall be retained to install foam insulation and fire coating in the 60' X 60' portion of the Parks Maintenance Building for \$25,892.90. Motion carried – All ayes.

Item No. 5. Discussion on potential locations for private storm sewer laterals for the D.O.T. Bay Shore Drive Reconstruction Project and payment thereof:

A set of draft storm sewer lateral drawings was included in the meeting packets and the Committee members jointly reviewed those documents. This matter will be referred to the Bay Shore Drive Reconstruction Oversight Committee.

Item No. 6. Report from Steve Mann on fall and winter activities:

Mann gave an oral report regarding the following issues:

- A couple of the floating piers at the marina have sustained ice damage.
- Because of the large amount of snow we have received a number of the the street sign poles will quite likely have to be replaced in spring.
- There are a number of potholes on Village streets. The County Highway Department will be addressing this problem once the weather warms up.
- The Parks Department crew members are working on taking down Christmas decorations and they are also creating new ones.

Item No. 7. Discussion regarding the operation of the TKH Ice Rink:

The Ice Rink Manager, Joe Baldarotta, indicated that ice making is now being done during the day. Tuesdays and Thursdays are generally slow but the weekends have been very busy. On Valentine's Day a "Sweetheart Skate" will be conducted. To date the highest profits in the history of the ice rink have been realized. Mann indicated that it has been a pleasure working with Joe, Jake and Robbie out at the ice rink. Bladarotta thanked the Committee members for allowing him to work at the rink and indicated that it has been a pleasure.

Item No. 8. Discussion regarding the KAB Bin Grant (March 1st Award Date):

Jackson indicated that he has submitted an application for a Keep America Beautiful Recycling Bin Grant. The award date is March 1, 2014. He will keep the Committee members advised of the status of this issue.

Item No. 9. Discussion on other parks and streets activities:

The Parks Department is working on creation of directional signage for the detour routes and business location informational signage. "Open" flags have been ordered and Mann was able to fabricate poles for them so considerable cost savings have been realized.

A detour/business identification map was created by the SBAA and distributed to local businesses. That map will be revised in such fashion that "uptown" is also depicted on the map.

Item No. 10. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:

At 4:02 P.M. a motion was made by Clove, seconded by Baker to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the investing of public funds or conduct other specified public business, whenever competitive or bargaining reasons required a closed session. A roll call vote was taken on the motion and the Committee members voted in the following fashion:

*Lienau – Aye;
Clove – Aye;
Baker – Aye;
Doersching – Aye.*

Motion carried.

Item No. 11. Consider a motion to reconvene into open session:

At 4:24 P.M. a motion was made by Baker, seconded by Clove to reconvene into open session. Another roll call vote was taken and the Committee members voted in the following fashion:

*Lienau – Aye;
Clove – Aye;
Baker – Aye;
Doersching – Aye.*

Motion carried.

1 **Item No. 12. Consider a motion to take action, if required:**

2 No formal action was taken.

3
4 **Item No. 13. Discussion regarding matters to be placed on a future agenda or referred to**
5 **a committee, official or employee:**

6 No suggestions were made for items to be placed on a future agenda or referred to a
7 committee, official or employee.

8
9 **Adjournment:**

10 *At 4:26 P.M. a motion was made by Baker, seconded by Clove to adjourn the meeting of*
11 *the Parks Committee. Motion carried – All ayes.*

12
13 Respectfully submitted,

14 

15 Janal Suppanz,
16 Administrative Assistant